

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is the first level of supervisory positions in line police work. Employees of this class perform patrol duties, traffic control and accident investigation duties, and criminal investigation. They also supervise and assist subordinate police officers in the performance of limited phases of these duties. The police sergeant works independently under the general direction of a police lieutenant who supervises and reviews the work of this class. This class ranks directly below that of Police Lieutenant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises units on the street during a shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; verbally corrects subordinates when their work performance, attitude, or behavior fall below expected standards; talks to subordinates in formal sessions or informally to explain and provide assistance and guidance on police work;

Acts as desk officer by receiving phone calls and taking complaints from the public;

Patrols an assigned area to prevent crime and protect lives and property; performs building security checks; answers questions for the public; controls crowds; recovers lost or stolen property; observes hazardous conditions such as fallen power lines and reports such;

Attempts to resolve differences between parties involved in family or neighborhood disputes; offers information and assistance;

Makes initial investigation of complaints; protects crime scene; searches for physical evidence; identifies and labels all evidence collected; preserves chain of possession of evidence;

Conducts searches upon probable cause; makes application for and executes search warrants; seizes contraband or evidence located; collects information and evidence to identify persons suspected of committing crimes; tries to locate and apprehend suspects; interrogates suspects; makes arrests in accordance with the law; performs details of booking suspects; testifies in court when required;

Interviews or questions juveniles following established procedures;  
Fills in forms and completes standardized reports; writes narrative reports;  
Performs related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.

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	07-14-82
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	03-29-12